

Quantity Purchase Agreement With The State Of Indiana

Qty Purchase Agreement QPA Number	Page
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Requisition Nbr.:	ASA3-3-7
Effective Date:	11/08/2002
Expiration Date:	11/14/2004
Agency Number:	
Facility:	ALL STATE AGENCIES
Vendor Federal ID:	340401595
Vendor Telephone Nbr:	317-228-1440
Name Of Contact Pers:	STEVE SALLEE
FAX Number:	317-228-0477

Vendor: MILLCRAFT PAPER
Remit to: P O BOX 92473-N
CLEVELAND OH 44193-0477

Name and Address of Vendor: MILLCRAFT PAPER
Cntct: STEVE SALLEE
8227 NORTHWEST BLVD
SUITE B-240
INDIANAPOLIS IN 46278

In accordance with your bid, submitted in response to the above referenced solicitation, the Vendor agrees that the Indiana Department of Administration, Procurement Division, has the option to purchase the items listed below under the terms of this agreement. The Vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration of the QPA but issued prior to the expiration date. The quantity listed herein is an estimate of the requirements. The state may order substantially more or substantially less pursuant to the terms of this agreement. **Orders are to be delivered only upon receipt of properly approved Quantity Purchase Award Release.**

Line Number	Quantity	UNIT	Article and Description	Unit Price
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This is a Quantity Purchase Agreement for Recycled Paper. QPA can be mutually renewed yearly, for three additional years, in one year increments.

Contact Name for placing orders: Louise Kubat
Phone No: 317-228-1400 Fax: 317-278-0477

The awarded vendor must maintain, at a minimum, the following information and be capable of supplying a report within one week of a request by the State:

1. Quantity and Type of Paper, including any options, purchased by any State Agency and/or Political Subdivision, separated by each.
2. Total Dollar value of purchases made, separated by State Agency and/or Political Subdivision.

Vendor must be able to allow Mutiple Delivery on one QPA Release.

Prices shall remain unchanged and firm for at least one hundred eighty (180) calendar days after the effective date of the contract. The State of Indiana will consider written requests for price adjustments only if the finalization of this contract exceeds the 180 days allowed. Adjustment may be considered provided that such price adjustment covers both upward and downward movement of the commodity price and that adjustment is based only on the increase or decrease of paper stock used for this product. Adjustments in contract pricing may be allowed only if the market structure has variances of more than 5%.

An increase will be based on the vendor/contractor's actual cost increase only, as shown in written documentation, and must not constitute increases in profit. All requests for price increase/decrease must be in writing and must contain adequate documentation to justify said increase/decrease (dated Manufacturer price lists, Industry publications (Pulp&Paper Weekly) catalogs, etc.). Any adjustment considered will be based upon an actual dollar figure. All price adjustment requests must be substantiated in a manner acceptable to the IN Department of Administration and must be received thirty (30) days in advance of the effective date for said increase/decrease. Any time the vendor requests a price adjustment, the Indiana Department of Administration may either accept the price adjustment and amend the contract accordingly or reject the adjustment in its entirety. Approved price adjustments shall remain unchanged for at least 180 calendar days.

1	1,000.00 RM	000000000100004636	Paper,20lb,8 1/2x14,White,Gold Crest,(25% Cotton),Recycled	25.0000
2	1,000.00 RM	000000000100004637	Paper,24lb,8 1/2x14,White,Gold Crest(25% Cotton),Recycled	30.0000
3	6,000.00 RM	000000000100004638	Paper,24lb,11x17,White,Gold Crest(25% Cotton),Recycled	30.0000

Signature of Purchasing Officer	Typed Name	Signature Of Approval Office Of the State Attorney General	
	Date Signed	Typed Name	Date Signed
Authorized Signature	Indiana Department Of Administration Procurement Division 402 West Washington Street, Rm W468 Indianapolis, Indiana 46204 Telephone: (317) 232-3053		